



PROGRAM ANALYST

A Message from the Inspector General

Thank you for your interest in joining the Office of the Inspector General (OIG) for the Department of Justice. The OIG seeks to promote integrity, efficiency, and effectiveness in Department operations, and improve the operation of the Department in tangible ways.

The OIG plays an integral role in the Department of Justice and is recognized within and outside the Department for its objective oversight. Our audits, evaluations, investigations, and special reviews examine key Department programs and allegations of misconduct by Department employees. Importantly, OIG reviews offer not only an assessment of the program, but also recommendations for improvement. We are seeking motivated, dedicated, and talented professionals who can help further our mission. If you are ready for a rewarding career, then we encourage you to apply for a position with the OIG.

Who We're Looking For

The Evaluation and Inspections Division seeks Program Analysts who have strong writing, analytical, research, and computer skills. They are experienced in a broad range of fields, including management, legal studies, criminal justice, political science, and social sciences. Familiarity with information technology is particularly valuable because our Program Analysts often evaluate Department of Justice programs that make extensive use of information technology.

We are looking for Program Analysts who have earned a bachelor's degree from an accredited college or university and who have a record of high academic achievement.

What to Expect

Depending on your education and experience, you may qualify for an entry-, mid-, or senior-level position. At the mid-level and above, education and work experience in quantitative and qualitative analysis, research methodology, statistics, policy analysis, planning and evaluation techniques, and technical report writing are valuable qualifying attributes.

To apply for a position with the OIG, you must be a U.S. citizen. Because you may have access to classified or sensitive information, you must undergo a background investigation and drug testing.

The Federal Advantage

As an OIG Program Analyst, you are eligible for a comprehensive benefits package, including a competitive salary; an array of health, life, and long-term care insurance programs for yourself and your family; flexible spending accounts; employer contributions to retirement savings plans; career development programs; leave allowances and paid holidays; flexible work schedules; telework; and travel reimbursement when conducting your duties.

Visit www.opm.gov for an overview of benefits currently offered to federal employees.

The federal government is an Equal Opportunity Employer. The Department of Justice prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.



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OIG Program Analysts in the Evaluation and Inspections Division examine issues throughout the Department of Justice, including in the FBI, DEA, BOP, USMS, ATF, and USAO. The Program Analysts' work is complex, multidisciplinary, and results-oriented.

Working in teams, the Program Analysts must quickly develop a clear understanding of the Department programs and activities being reviewed, and analyze the operations to identify best practices and needed improvements. They then prepare comprehensive reports that include recommendations for actions that Department managers can take to improve the program's achievement of its intended purposes, thereby providing better value to the taxpayer.

Results of Our Work

- Improve an intelligence center's ability to support the law enforcement community
- Reduce the introduction of contraband into federal prisons
- Explore options to improve medical staffing and manage medical costs while providing medically necessary care to federal inmates
- Better manage the law enforcement components' disciplinary and security processes related to allegations of sexual misconduct and harassment
- Reduce the likelihood that the BOP releases inmates before or after their correct release date
- Strengthen oversight of law enforcement encounter and search practices to ensure efficiency and to protect the rights of the public
- Recover more of the criminal and civil debt owed to the United States and victims of federal crime





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The Evaluation and Inspections Division

The Evaluation and Inspections Division, located in Washington, D.C., evaluates Department of Justice programs and operations to find ways to improve their effectiveness. The Division also conducts reviews requested by the Inspector General and senior Department managers on issues that need immediate attention.

Using a variety of methodologies, the Division often combines extensive field work—including interviews, observations, data collection, and surveys—with analyses of data and policy to document and dissect problems and find solutions. Much of the Division's work results in recommendations to streamline operations, enhance data quality, and minimize inefficient and ineffective procedures.



Office of the Inspector General

In 1989, the OIG was created in the Department of Justice to promote economy, efficiency, and effectiveness in the Department's programs and practices. The OIG is an independent unit in the Department of Justice, a characteristic that is crucial to our ability to objectively pursue criminal and administrative misconduct, fraud, waste, and abuse, and to promote efficiency and effectiveness throughout the Department of Justice.

As one of the premier federal inspector general offices, the Department of Justice OIG conducts audits, evaluations, reviews, and investigations of some of the federal government's highest profile and most important agencies, including the Federal Bureau of Investigation (FBI), Drug Enforcement Administration (DEA), Federal Bureau of Prisons (BOP), U.S. Marshals Service (USMS), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), and U.S. Attorneys' Offices (USAO). Each year, our office identifies millions of dollars in wasted funds; makes recommendations to save millions of dollars more; issues audit, evaluation, and special reports that contain important findings; and conducts hundreds of investigations that lead to arrests, administrative actions, and criminal prosecutions.